

Human Resources Department Employee Policy and Procedure

ATTENDANCE POLICY

Policy Statement

Macomb Township, a public sector entity, is responsible for providing the Public, both residents and businesses alike, with services required to effectively and efficiently operate the Township. In doing so, the Township is open for business Monday through Friday during normal business hours as follows:

- ◆ Normal business hours: 8:30 a.m. through 5:00 p.m.
- ◆ Summer hours: (Memorial Day through Labor Day) 8:00 a.m. through 4:30 p.m.

Additionally, the Township provides certain services to the Public that do not fall within the normal business hours. Examples of such events and activities are elections, Parks and Recreation activities and programs, Senior Citizen programs, Board of Trustee and Planning Commission meetings, emergencies, etc. Therefore, the Township must be able to schedule employees in support of such activities and be assured that these employees will be present as scheduled.

As an employer, Macomb Township provides full-time employees with benefit programs that allow for paid absences from work for personal, vacation, and illness as addressed in the collective bargaining agreements or Township policy. These programs are intended to provide employees with a balanced approach towards maintaining acceptable performance standards while attending to their personal and/or family needs.

To successfully meet the needs of the Public and concurrently provide time-off programs to full-time employees; the Township will utilize a consistent approach, as found in this attendance policy, in administering employee paid absence programs and maintaining favorable attendance standards. The success of the Township is dependent upon everyone working together. Absenteeism is an expensive burden to co-workers and management alike.

Definitions

A. Work Hours, Breaks and Lunch Periods

Starting Time

Employees are expected to be ready for work at the beginning of their assigned shift. In order to be "ready" employees need to arrive to work with sufficient time to attend to such personal needs as hanging up coats, storing lunches, visiting restrooms, obtaining a cup of coffee or tea, etc. prior to the beginning of their shift. In other words, employees must be in place and ready to service the Public at 8:30 a.m.

Note: Starting times may vary by department in order to meet the needs of the Public, but in general, the Township and its employees will observe the established "normal business hours" unless otherwise instructed.

Break Times

All full-time employees are allowed to take a break in the morning and one in the afternoon of each workday. Under the collective bargaining agreements with AFSCME, such breaks are specified to be ten (10) minutes in length. Managers and supervisors are encouraged to meet with each assigned employee and to designate break times to be observed each day.

Note: Break times cannot be commingled with starting or ending times, combined to provide one twenty minute break in the morning or afternoon, or scheduled with the employee's lunch hour.

Lunch Hour

All full-time employees are provided an hour for lunch on a daily basis. Under the collective bargaining agreements with AFSCME, the lunch hour is specified to be sixty (60) minutes in length of which a half an hour (1/2 hour) will be paid.

In the event an employee should take a half of day (4 hours) as vacation time, personal time or sick time; the employee will not be eligible for a paid lunch.

In recognition that the Township remains open to the Public during the lunch hour, managers and supervisors are encouraged to meet with each assigned employee to establish a specific time for his/her lunch hour to be taken. Supervisors have the ability to allow for an occasional deviation from the scheduled lunch hour, provided another employee is willing to be responsible for attending to the needs of the Public. Suggested times from lunch hours are as follows:

- ◆ 11:00 AM to 12:00 PM
- ◆ 11:30 AM to 12:30 PM
- ◆ 12:00 PM to 1:00 PM
- ◆ 12:30 PM to 1:30 PM
- ◆ 1:00 PM to 2:00 PM

Note: A manager or supervisor may not close down a department for lunch without the expressed approval of the Township Supervisor or his/her designated representative.

Ending Time

The Township will be open to service the Public from beginning of the workday to the end of the workday; therefore, employees are required to be at their desk until 5:00 PM (or 4:30 PM during summer hours). Employees are expected to service the Public either by telephone or in person while in the office. Therefore, employees should not begin to attend to personal needs (coats, restrooms, time clocks, etc.) until the end of their workday. Employees who do not observe starting, break, lunch, and ending times as specified in this policy may be subject to disciplinary action.

B. Tardiness

All employees are expected to be at work at the beginning of each and every workday. In general, road construction, traffic congestion, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness. The Township must be open to provide services to the Public during normal business hours; therefore, employees are expected to report for work on time and be ready to service the Public at the beginning of each workday. Although the Township Finance Section does not "dock" an employee for the first three (3) minutes of the day, employees should not assume that this action permits them to be late. For the purpose of determining tardiness, an employee is late if he/she reports for work any time after the designated start of the day.

In the event of a public emergency, weather or otherwise, the Township Supervisor or his/her designated representative, will have the discretion to excuse employee tardiness at-large and not on an individual basis.

Effective January 1, 2004, Macomb Township will address employee tardiness with progressive discipline as follows:

- | | |
|--|--------------------------------------|
| ◆ Two (2) days tardy within thirty (30) days | Verbal Warning |
| ◆ Two (2) days tardy since last warning or within a thirty (30) day period | Written Warning |
| ◆ Two (2) days tardy since last warning or within a thirty (30) day period | One (1) day suspension without pay |
| ◆ Two (2) days tardy since last warning or within a thirty (30) day period | Three (3) day suspension without pay |
| ◆ Two (2) days tardy since last warning or within a thirty (30) day period | Five (5) day suspension without pay |
| ◆ Two (2) days tardy since last warning or within a thirty (30) day period | Discharge with Board approval |

Note: The Township will issue discipline to correct an employee's behavior for tardiness. All discipline will remain in the employee's Employment File as specified in the collective bargaining agreement.

C. Paid Time-off Benefits

Vacation

Macomb Township provides full-time employees with vacation so these employees can enjoy time off with pay with their family and friends throughout the year. This is a benefit afforded full-time employees. The amount of vacation that an employee is eligible for is specified in their collective bargaining agreement or Township policy.

Employees will be granted vacation according to the terms of the appropriate collective bargaining or employment agreement in conjunction with the needs of the Township. All vacation time must be requested in writing by the employee and approved by their respective Department Head prior to the day taken. In other words, a request for vacation must be made to the Department Head on or before the employee's last day of work and provide adequate time to permit the Department Head to arrange for the appropriate coverage during the employee's following absence. Employees may not "call in" and request vacation for that same day.

Sick Leave

Macomb Township provides full-time employees with paid sick days (sick leave) so these employees can be off from work with pay for personal illness or injury for themselves or to attend to members of their household who are ill or injured. This is a benefit afforded full-time employees. The amount of sick leave that an employee is eligible for is specified in their collective bargaining agreement or Township policy.

The original intent of sick leave was to provide economic relief to an injured or ill employee during the first sixty (60) consecutive calendar days before becoming eligible for long-term disability insurance. The purpose of this sick leave benefit has not changed. If an employee becomes incapacitated due to injury or illness, the Township does not provide any compensation except for accumulated sick days, and when exhausted, any accrued vacation. Additionally, the Township may permit the use of personal time to cover an extended absence for illness or injury, once sick leave and vacation days are exhausted. The Township will not advance an employee any sick leave, vacation, or personal time to cover an absence. Furthermore, the Township is not obligated

to provide an employee with work or compensation should they be physically restricted (not work related) from performing the essential duties of their job.

Personal Time

Macomb Township provides full-time employees with paid personal time off from work. This benefit is provided so employees may attend to personal business (family, children's events, financial, legal, etc.) without incurring a loss of income. This is a benefit afforded full-time employees. The amount of personal time that an employee is eligible for is specified in their collective bargaining agreement or Township policy.

Employees will be granted personal time according to the terms of the appropriate collective bargaining or employment agreement in conjunction with the needs of the Township. All personal time should be requested in writing by the employee and approved by their respective Department Head prior to being taken. In other words, a request for personal time should be made to the Department Head on or before the employee's last day of work and provide adequate time to permit the Department Head to arrange for coverage during the employee's absence. The Township further recognizes that extraordinary circumstances may occur in which prior notice by the employee may not be possible. Under this situation, the employee should call his/her supervisor prior to the beginning of their work day and report their absence. Such absences will be reviewed on a case-by-case basis by the Township.

D. Absenteeism

Macomb Township is expected to provide cost effective and efficient services to the Public. The ability to provide such services is determined by the proper utilization of all Township resources including employees. In doing so, Macomb Township maintains a full-time staff of qualified individuals to attend to the daily needs of the Public.

Macomb Township has dedicated employees who serve the Public on a daily basis as expected and desired. However, the Township may also have certain individuals who are considered to be chronically absent from the workplace. **Chronic absenteeism** is defined as frequent and repetitive absences from the workplace that hinder an employee's ability or their fellow employee's ability to satisfactorily perform and complete their assignments. An employee with chronic absenteeism is incapable of sustaining regular attendance and has absences which are typically short-term and for a multiplicity of reasons. Such absences do not include pre-approved vacation and/or personal time. In addressing employee absenteeism, the Township will review several aspects of an employee's performance and employment as follows:

Macomb Township full-time employees are expected to be at work and serving the Public on a full-time basis. In order to be considered a full-time employee, a person must actually **work** a minimum of 1,664 hours excluding overtime in a calendar year. Any employee working less than 1,664 hours in a calendar year will risk having their employment status reviewed.

A full-time employee of the Township may be eligible for payment of sick time and personal days, but not excused for the absence from work. An **unexcused absence** is defined as time away from work that was not requested by the employee and pre-approved by the supervisor according to Township policy. Under such an event, the Township will look at exercising disciplinary action up to and including discharge to correct the employee's undesirable conduct.

Any employee who is determined to be chronically absent (history of absenteeism) from the workplace, in other words who the Employer considers his/her absenteeism to be excessive or abusive, will be required to take a physical examination in order to determine their physical fitness to perform his/her job as described in the collective bargaining agreement.

Finally, any employee who exhibits a history of absenteeism may be required to furnish a statement from his/her attending physician for each absence for illness and injury as described in the collective bargaining agreement.


Effective January 1, 2004, Macomb Township will use progressive discipline to correct employee absenteeism as follows:

◆ First Unexcused/Chronic Absence	Verbal Warning
◆ Second Unexcused/Chronic Absence	Written Warning
◆ Third Unexcused/Chronic Absence	One (1) day suspension without pay
◆ Fourth Unexcused/Chronic Absence	Three (3) day suspension without pay
◆ Fifth Unexcused/Chronic Absence	Five (5) day suspension without pay
◆ Sixth Unexcused/Chronic Absence	Discharge with Board approval

Procedure

In addressing attendance and tardiness, the Township will observe the language contained in the collective bargaining agreements. In dispensing discipline, the Township will focus on changing the behavior of the employee with progressive corrective action. However, when unsuccessful, the Township will recommend, and with approval by the Board of Trustees, terminate employment.

Any employee who has any questions regarding this attendance policy should consult with their supervisor, Human Resources, or the Township Supervisor at their first opportunity.

Effective Date:	01/01/04	Policy Number:	03.02.02
Issue Date:	12/01/03	Approval Date:	11/24/03
Subject:	Attendance Policy		
	Approvals:		
	<hr/> John D. Brennan, Township Supervisor		
	<hr/> John F. Brogowicz, Human Resources Director		